



February 2010 Training Opportunities

Mon	Tues	Wed	Thurs	Fri
1 Onboarding & American Sign Language Week 2 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	2	3 Progressive Discipline 9am – Noon and Family Medical Leave 1pm – 4pm	4 Performance Management Basics 1pm – 4pm	5
8 Onboarding & American Sign Language Week 3 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	9 Personnel Rules 9am – Noon and Administrative Investigations 1pm – 4pm	10 Conflict Resolution 9am – Noon	11 Leading Teams 9am - Noon	12
15 Onboarding & American Sign Language Week 4 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	16 Performance Management Basics 1pm – 4pm	17 Leading Teams 9am - Noon	18 Project Management Part 1: Overview & Assessment 9am - Noon	19
22 Onboarding & American Sign Language Week 5 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	23	24 Conflict Resolution 9am – Noon	25 Mentoring & Motivating 9am – Noon	26

All courses are held in IGCS, Conference Center Room 16 with the exception of American Sign Language.